## ABSTRACT

By using an dictionary for non-disclosure which manages non-disclosure character strings and non-disclosure reasons, and a forced disclosing dictionary for managing forcedly the disclosed character strings and forcedly disclosing reasons, disclosing tags, disclosing reasons, non-disclosure tags, reasons for disclosing, forcedly disclosing tags, and forcedly disclosing reasons are embedded in a document, and a character string assigned with an disclosing tag is replaced with a meaningless character string.

This configuration makes it possible to perform operations even if information which should be hidden and information which should not be hidden are not known when a document to be made public is created, causing the burden of a user to be reduced. A user can know the reason why the information which is not made public has not been made public. Even when information which is generally not made public is made public, the user can know the reason.